



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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<http://www.ak.blm.gov>



In Reply Refer To:
1300 (AK952) I

March 19, 2009

Instruction Memorandum No. AK 2009-018

Expires: 09/30/2010

To: All Employees

From: Thomas P. Lonnie
State Director

Subject: Requesting Financial Business Management System (FBMS) Access

Program Area: Financial Management

Purpose: This Instruction Memorandum (IM) provides guidance and instructions for processing FBMS User Account Requests.

Policy/Actions: Requests for access to FBMS shall be submitted, using the User Account Management (UAM) form available on the FBMS portal, to Christina Myers (AK952). Instructions on how to access the form are attached. This form is used for new accounts and changes to existing accounts. Applications must be signed by all applicable account controllers (AK950) and the DSD for Support Services (AK950) before they are submitted to DOI for processing.

Points of Contact: The account controllers and their areas of responsibility are:

Account Controller	Telephone	Area of Responsibility
Alissa Varrati	907-271-3439	Acquisition Charge Card
Rick Gregg	907-271-3195	Budget & Finance
Sandee Smith	907-271-5193	Financial Assistance
Susan Erickson	907-271-3173	Travel
Chris Pearson	907-267-1394	Property Fleet

Timeframe: Immediately

Budget Impact: None

Background: The Bureau converted to FBMS on December 16, 2008. Access to the system was granted during role mapping prior to implementation. However, not all users were identified during that exercise and we have been unable to process corrections since September 23, 2008.

Manual/Handbook Coordination: None

Contacts: If you need more information or have any policy questions concerning these instructions, please contact Pamela Chesla, FBMS State Lead, 907-271-4216 or Rick Gregg, Alternate FBMS State Lead, at 907-271-3195. If you have any questions concerning the processing of these applications, please contact Christina Myers, Budget Analyst, at 907-271-5057.

Signed by:
Julia Dougan
Associate State Director

Authenticated by:
Anita R. Jette
Records Specialist

Attachment

FBMS UAM-P Access Instructions

Using your internet browser go to the FBMS main portal page at:

<https://www.fbms.doi.net/irj/portal>

In the detailed navigation section on the left hand side follow the path outlined below by clicking:

- FBMS Access
 - Request FBMS Access
 - End User Access to FBMS
 - Request FBMS Access – UAM-P form

Scroll approximately $\frac{3}{4}$ down the page. Under the submittal directions section there is a special note to the Bureau Security Point of Contact-- Below that there are 6 blue links.

Select the link titled:

FBMS Production User Account Management for End Users – UAM-P-BLM-Field.doc

Complete the form as detailed in the FBMS access IM.